

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Online – 10/26/2022 at 4:00 p.m.

In attendance:

- |                                                               |                                                          |
|---------------------------------------------------------------|----------------------------------------------------------|
| <input checked="" type="checkbox"/> Bryon Steinwand (Chair)   | <input checked="" type="checkbox"/> Stephanie Hunthausen |
| <input checked="" type="checkbox"/> John Hartman (Vice Chair) | <input checked="" type="checkbox"/> Robyn Kiesling       |
| <input type="checkbox"/> <del>Sandra Bauman</del>             | <input checked="" type="checkbox"/> Amy Kong             |
| <input checked="" type="checkbox"/> Della Dubbe               | <input checked="" type="checkbox"/> Lyn Stimpson         |
| <input checked="" type="checkbox"/> Sarah Dellwo              | <input checked="" type="checkbox"/> Phillip Sawatzki     |
| <input checked="" type="checkbox"/> Deb Rapaport              |                                                          |
| <input checked="" type="checkbox"/> Derrick Hauer             |                                                          |

Recorder: Melanie Heinitz      Guest: Ashley Corfield - Cosmetology Faculty at Walla Walla Community College

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### I. Call to Order

Chair Bryon Steinwand convened the meeting at 4:00 p.m.

### II. Review of Minutes from September 28, 2022

Della made a motion to accept the minutes as amended, John seconded the motion. All in favor, none opposed, none abstained: motion carried.

### III. Unfinished Business:

- A. **Database (Bryon S)** Gen Ed core requirements are 98% complete.

### IV. New Business:

- A. **Cosmetology Program** Ashley Corfield and Robyn presenting: Walla Walla has had their Cosmetology program for almost forty years. Helena College modeled our new program after Walla Walla's program. Eight new courses and the program outcomes will need approval. Any course with a one at the end of it is a theory-based/lecture-based course, and any course with a two at the end is practical. Four semesters total encompasses the required 1500 hours. Montana is unique in hours for stringent rules, while Washington is knowledge-based training without hours attached. Seven core areas are outlined in the board policy: Manicure, pedicure, esthetics, shampooing, styling, chemical hair cutting, and salon management. Science has its own areas: sanitation, bacteriology, and infection control. Helena College can only accept 15 students per cohort. There are no remote options for Cosmetology. Every semester students pay \$200.00 in course fees, and then they'll pay \$650 in program fees. Students will buy kits and use them throughout the entire program which includes mannequin heads, blow dryers, styling tools, and shears. The program is for four consecutive semesters including summer. New cohort every spring, fall, and summer. This is a Tuesday through Saturday program, so the salon can be open on a Saturday. 75% or higher to pass their licensure exams. C minus will be 75% and there will not be a D it goes straight to F. This program will have visits, inspections, and reporting on a regular basis.

#### B. Curriculum Forms ASCRC

##### a. New Course: COSM101

Learning the theory in COSM101. Infection control is the first item to know, and how to sanitize all your equipment and keep everything clean.

Derrick made a motion to accept the New Course COSM101 as amended, Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.

**b. New Course: COSM102**

Applying the theory in COSM102 using mannequin heads. It is four-hour blocks of time for physical hands-on portions: Shampoo, sanitizing, the basics of hair cutting, the basics of hairstyling, the basics of facials, and hair removal.

John made a motion to accept the New Course COMS102 as amended, Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.

**c. New Course: COSM111**

This course is still introducing new subjects, nail wraps, extensions, light-cured gels, braiding wigs, skin structure, and deeper into chemistry. The prerequisite is that they have passed COSM101 & COSM102 with a C minus or higher.

Phil made a motion to accept the New Course COSM111 as read, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

**d. New Course: COSM112**

We start switching to a proficiency level of one through four. In the catalog, the practical courses are courses with a two at the end of it. You'll start seeing the grading scale is really based on a proficiency scale of one through four.

Della made a motion to accept the New Course COSM112 as read, Lyn seconded the motion. All in favor, none opposed, none abstained: motion carried.

**e. New Course: COSM201**

The prerequisite is that they have passed COSM111 and COSM112 with a C minus or higher. Six credits of theory or lecture, so 90 hours. Safety and sanitation also encompass bacteriology, which is specific, and in every single quarter in every single class.

Phil made a motion to accept the New Course COSM201 as read, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

**f. New Course: COSM202**

Seven credit hours and two-course outcomes. Bryon had to modify the page because it would not allow more than 300 hours.

Della made a motion to accept the New Course COSM202 as read, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

**g. New Course: COSM211**

The prerequisite is that they have passed COSM201 and COSM202 with a C minus or higher.

This course is chemistry, anatomy, and physiology. Accommodations in the state exam such as auto-read and additional languages are accepted. The practical test requires students to be able to stand for a full 4 hours and be in a test for a full 4 hours.

Amy made a motion to accept the New Course COSM211 as read, John seconded the motion. All in favor, none opposed, none abstained: motion carried.

**h. New Course: COSM212**

This final course demonstrates proficiency in all practical skills and proficiency in the practice practical exam that students will take during the semester. The students have to be at level four to finish. Seven credits, and 315 practical hours.

Phil made a motion to accept the New Course COSM212 as read, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

**i. Cosmetology Program Outcomes**

Adjustment of number eight to read: Demonstrate an understanding . . . Montana does not require continuing education once a cosmetology license is earned. The Cosmetology catalog is in draft form.

In the description paragraph of the Program Outcomes, the second to last word in will have the “s” removed. It will read communication skills.

Amy made a motion to accept the Cosmetology Program Outcomes as amended, Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.

- j. Revision to AVMT110 - Deferred
- k. Inactivation of PHL233 - Deferred
- l. Revision to M121 - Deferred
- m. Revision to AVMT115 - Deferred
- n. Revision to AVMT120 - Deferred
- o. Revision to AVMT125 - Deferred
- p. Revision to BGEN105 - Deferred
- q. Revision to BMKT225 - Deferred
- r. Revision to BMGT235 - Deferred
- s. Revision to CJUS121 - Deferred

V. Next Meeting  
November 9<sup>th</sup> 4:00 p.m. - Teams

VI. Adjournment  
Meeting adjourned at 5:03 pm. Phil made a motion to adjourn, Amy seconded the motion.

VII. Addendums

#### Cosmetology Program Outcomes

The Helena College Cosmetology program will provide students with the education and knowledge needed to understand and perform the core cosmetology services: manicuring and pedicuring, esthetics, shampooing and styling, chemical services, haircutting, salon management, and science. Graduates of the program will not only be well prepared for their Montana State Board of Barbers and Cosmetologists licensure exams, but they will also have strong written, human relations, business, and communications skills.

1. Demonstrate professional demeanor, behavior, and communication.
2. Demonstrate proficiency in manicuring and pedicuring techniques, including hand, arm, leg, and ankle massage and correct application of polish, monomer liquid, and polymer powder nail enhancements.
3. Demonstrate proficiency in esthetics and skin care techniques, including facials, cosmetics, massage, essential oils, application and maintenance of artificial eyelashes and extensions, eyebrow and eyelash tinting, and chemical curling of eyelashes.
4. Demonstrate proficiency in shampooing and hairstyling techniques, including scalp treatments, pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, and wet setting.
5. Identify and deliver proper chemical services, including waving, relaxing, hair coloring, and hair lightening.
6. Demonstrate proficiency in haircutting, including the proper uses of shears, razors, clippers, and thinning shears.
7. Understand salon management, including general facility sanitation and cleanliness, business methods, customer service, schedule and appointments, professional ethics, and current state board laws and regulations.
8. Demonstrate and understanding of the science of cosmetology, including chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of the hair, the scalp, the skin, and the nails.

SEMESTER 1	<b>1</b>	CREDITS
COSM 101	Cosmetology I Principles and Procedures of	7
COSM 102	Cosmetology I Practical Application I	7
M 105	Contemporary Math	3
	TOTAL CREDITS	17
SEMESTER 2	<b>2</b>	CREDITS
COSM 111	Cosmetology II Principles and Procedures	7
COSM 122	Cosmetology II Practical Application	7
WRIT 122	Intro to Business Writing	3
	TOTAL CREDITS	17
SEMESTER 3	<b>3</b>	CREDITS
COSM 201	Cosmetology III Intermediate Principles and Procedures	6
COSM 202	Cosmetology III Intermediate Practical Application	7
BGEN 105	Introduction to Business	3
	TOTAL CREDITS	16
SEMESTER 4	<b>4</b>	CREDITS
COSM 211	Cosmetology IV Advanced Principles and Procedures	6
COSM 212	Cosmetology IV Advanced Practical Application	7
COMX 115	Interpersonal Communications	3
	TOTAL CREDITS	16